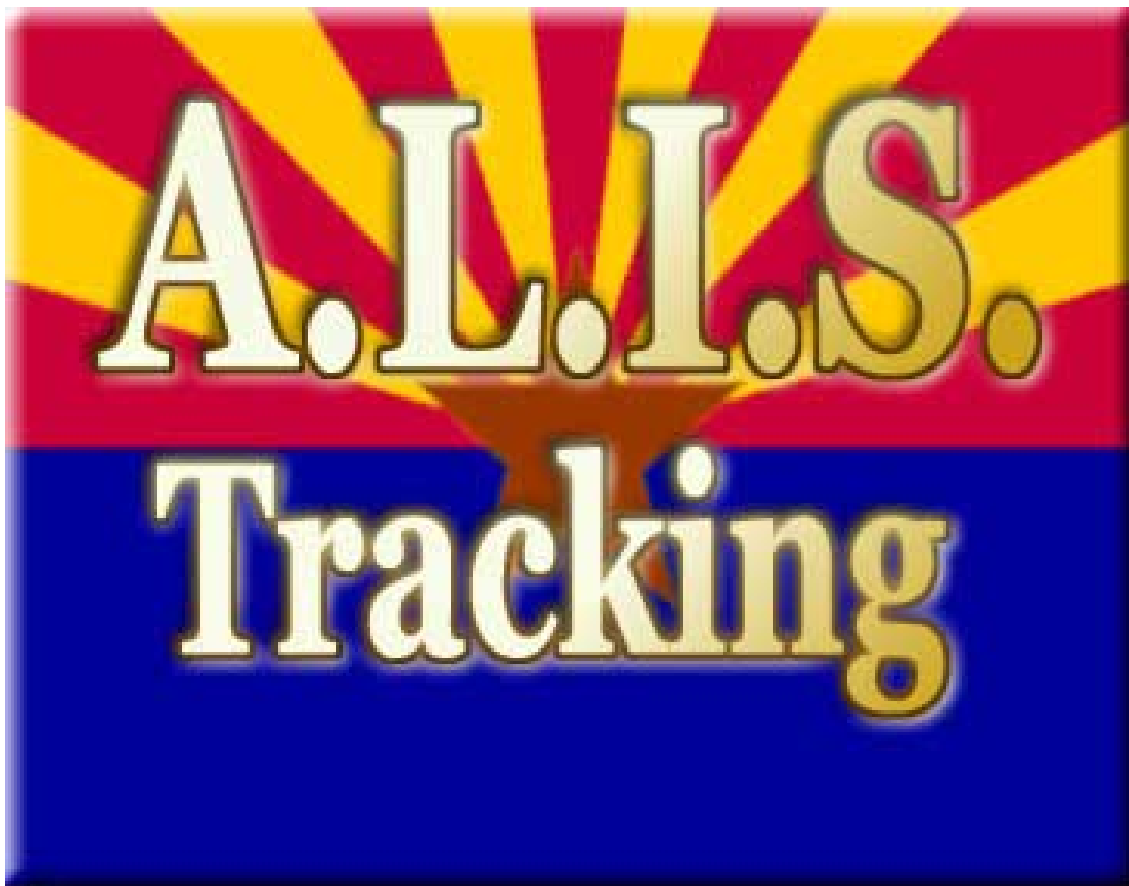# MY A.L.I.S. Tracking

Prepared by
Legislative Computer Services

A.L.I.S. Tracking

Introduction

The A.L.I.S. Tracking Web site is an extension of the Arizona State Legislature website. A.L.I.S. Tracking has similar menu items as ALIS Online and will retrieve the same document information. Users who track large numbers of bills will find it more convenient to follow legislation by using A.L.I.S. Tracking. In particular, the personal progress feature allows the user to maintain up to five separate lists of bills. A bill progress report can then be generated against any list.

The A.L.I.S. Tracking Web site was created by application developers at the Computer Services Division of the Arizona Legislative Council. This manual will assist you in using the program most efficiently.

The A.L.I.S. Tracking Web site can be found at the following url: http://alistrack.azleg.state.az.us/.

A.L.I.S. Tracking

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Logging On

Register

1. From the main menu, click the **Registration** link and fill in the necessary information. Your password can contain up to 15 characters.

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2. Fill in the necessary information and click **Submit**.

A.L.I.S. Tracking

| Sponsor Inquiry | Keyword Inquiry | Committee Inquiry | Personal Progress |
| Agenda Inquiry | Calendar Inquiry | Short Title Search | Bill # |

Login   Feedback   About This Site

E-mail

|	
Enter a User ID characters:	jdoe
Enter a password characters:	*****
Re-Enter Password	*****
First Name:	John
Last Name:	Doe
Company/Agency:	Agency
Email Address:	jdoe@azleg.state.az.us

Click here to proceed with logon.

Submit   Reset

Internet

This information is used primarily for troubleshooting purposes and does not get distributed.

A.L.I.S. Tracking

3. A window will appear like the following upon a successful logon.
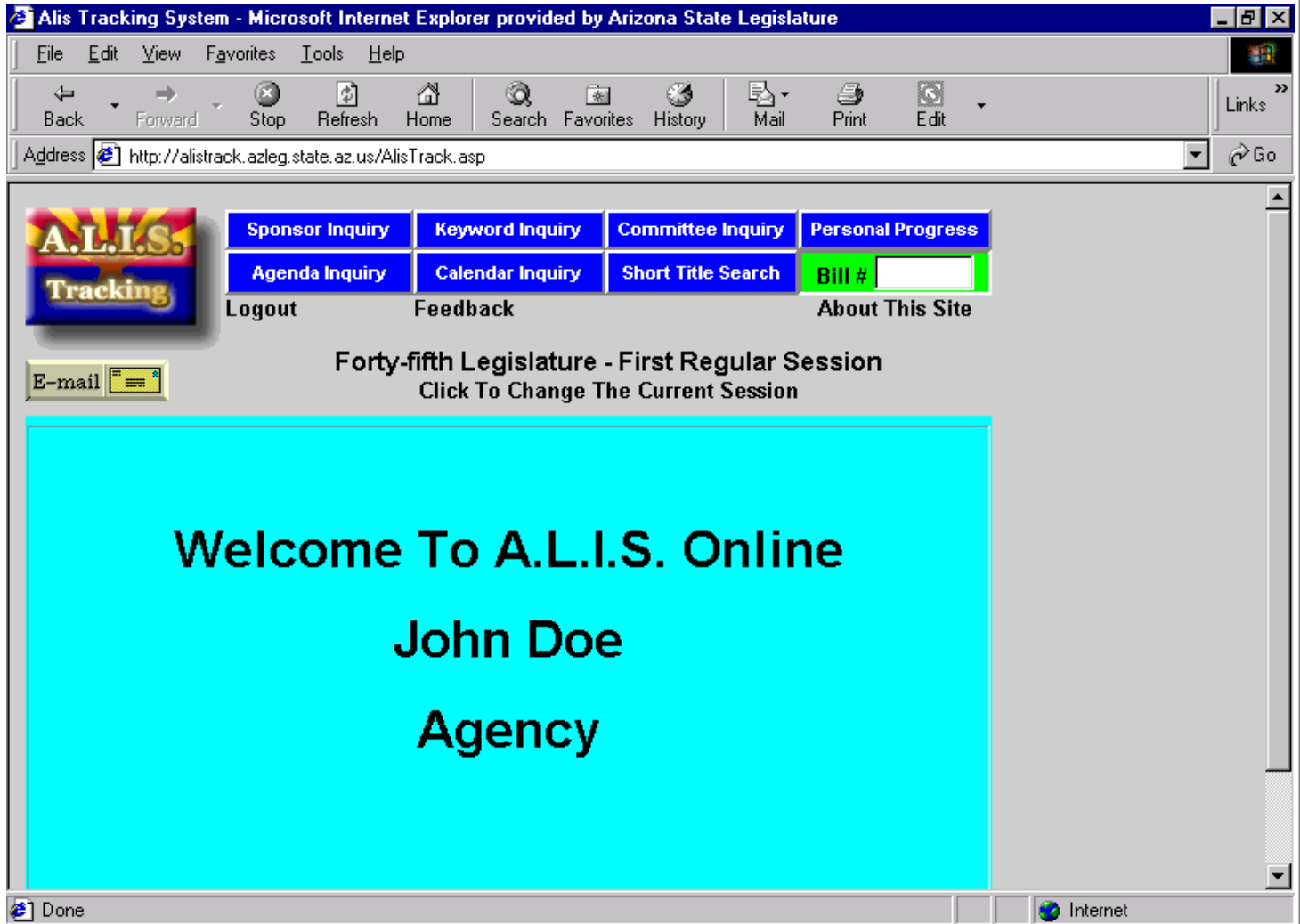
Inquiry Options

- **Sponsor Inquiry** – Produces a listing of bills sponsored by a legislator, which includes Prime, Prime Prime, Co-sponsor or an entire listing of all sponsored bills.
- **Keyword Inquiry** – Allows you to locate a bill by a keyword.
- **Committee Inquiry** – Produces a listing of bills that have been assigned to a particular standing committee.
- **Personal Progress** – Allows you to maintain five separate lists of bills and generate a progress report for each bill in the lists. An alert will appear when a bill within your list(s) has been posted to a committee agenda or floor calendar.
- **Agenda Inquiry** – Allows you to view standing committee agendas.
- **Calendar Inquiry** – Allows you to view session calendars for the active calendar day.
- **Short Title Search** – Allows you to search for bills within its short title.
- **Bill #** - Allows you to track a particular bill's legislative progress.

A.L.I.S. Tracking

Tracking Status of Bills

Bill Status Information

1. In the **Bill #** box, type your bill number. NOTE: You do not need to add SB or HB when typing your bill numbers. You will, however, need to type the prefix for oddball bills, (i.e. HCR2001 and SCR2001). Press **ENTER** to open available documents.
2. Click the Bill Status link or any other listed documents to view.

A.L.I.S. Tracking

3. Available links open in a new window.

Click here to return to A.L.I.S. Tracking.

BILL STATUS OVERVIEW

SB1019

SPONSORS: RIOS P

TITLE: early ballot requests; due date

SENATE FIRST READ: 01/08/01

SECOND READ: 01/09/01

COMMITTEES: ASSIGNED COMMITTEES ACTION

| Vote Detail | 01/08/01 | GOV | 01/15/01 | (6-0-0-0) DPA |
| | 01/08/01 | RULES | 01/17/01 | PFC |

MAJORITY CAUCUS: 01/17/01 Y

MINORITY CAUCUS: 01/17/01 Y

COW ACTION 1: DATE   ACTION AYES NAYS NV EXC

01/22/01 DPA   0   0   0   0

AMENDMENTS

Government amendment adopted

Done   Internet

4. To view another bill, enter a new bill number in the **Bill #** box and press **ENTER**.

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Sponsor Inquiry

Finding Bills A Member Sponsored

You can find a member's bill(s) that he/she has sponsored through Sponsor Inquiry.
1. Select the type of bills (All Bills, Only Prime Bills, Only Co Bills and Only Prime-Prime Bills) and the information you want to display with each bill (Committee Actions, Sponsors and Bill Links).
2. Select the member's name to display the bills.
3. Click **Assign Bills to Progress List** to send the listing of bills to a progress list.

-   **All Bills** - Lists all bills a member has signed to as Prime Sponsor, Co Sponsor and Prime Prime Sponsor.
-   **Only Prime Bills** - Lists bills that a member has signed as a Prime Sponsor.
-   **Only Co Bills** - Lists bills that a member has signed as a Co Sponsor.
-   **Only Prime-Prime Bills** - Lists bills that a member has originated.
-   **Committee Actions** - Lists the Committee(s) the bill has been assigned to along with the action taken from each committee.
-   **Bill Links** - Allows you to retrieve the status and all documents available for every bill you select in the listing.
-   **Assign Bills To Progress List** - Allows you to assign the bills in the listing to a progress list. The progress list will allow you to run a status report of every bill in the list.

A.L.I.S. Tracking

4. Click the bill number to display available documents. *Note: Only if <u>Bill Links</u> is checked will documents be displayed.*
5. Click the document to view.

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File   Edit   View   Favorites   Tools   Help

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Address http://alistrack.azleg.state.az.us/AlisTrack.asp   Go

Tracking   Logout   Feedback   About This Site

E-mail

Forty-fifth Legislature - First Regular Session
Click To Change The Current Session

○ All Bills
○ Only Prime Bills
○ Only Co Bills
⊙ Only Prime-Prime Bills

☑ Committee Actions
☑ Sponsors
☑ Bill Links

ANDERSON
ARZBERGER
AVELAR
BEE
BENNETT
BINDER
BLANCHARD
BLENDU
BOWERS
BRIMHALL

Total Bills = 9

Assign Bills To Progress List

Bill Number

Bill Links: Click here to view available documents.

HB2396   PP   schools; classical music
               SPONSORS: ANDERSON , COOLEY , BLENDU
               ALLEN, et al
               COMMITTEES: ED-None , APPROP-None ,
               RULES-None

Bill Status (HTML)
Bill Status (TEXT)
Introduced Version (HTML)
Introduced Version (PDF)
HOUSE AGENDA: Education (HTML)

Available documents.
Note: Only if <u>Bill Links</u> is checked will documents be displayed.

HB2397   PP   TANF; family cap exception
               SPONSORS: ANDERSON , COOLEY , HATCH-
               MILLER
               COMMITTEES: HS-None , APPROP-None ,
               RULES-None

Internet

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A.L.I.S. Tracking

Agenda Inquiry

Accessing Committee Agendas

Standing committee agendas can be retrieved through Agenda Inquiry.

1. Check the information you want displayed with each bill (Committee Actions, Sponsors, Bill Links).
2. Select the committee name from the day and body (House or Senate) to view. The bills on the agenda will display.
3. To open the agenda, click the Agenda link.
4. You can add the bills to a personal progress list by selecting the **Assign Bills to Progress List**.

A.L.I.S. Tracking

Keyword Inquiry

Locating Bills By Keywords

A keyword search entails scrolling through the keyword list and selecting the entry of choice. The corresponding bill numbers and short titles will appear in the right half of the Keyword Inquiry screen.

1. Check the information you want displayed with each bill.
2. Type your keyword in the box or select the keyword in the list to display the listing of bills.
3. Click the bill link to display available documents. *Note: Only if Bill Links is checked will documents be displayed.*
4. Click **Assign Bills to Progress List** to send your bills to a progress list.

A.L.I.S. Tracking

Calendar Inquiry

Accessing Floor Session Calendars

Floor session calendars can be retrieved through Calendar Inquiry.

1. Check the information you want displayed with each bill.
2. Select the calendar name from the day and body (House or Senate) to display the bills.
3. Click the bill number to display available documents. *Note: Only if Bill Links is checked will documents be displayed.*
4. Click the **COW CALENDAR #1** link to view the calendar document.
5. Click **Assign Bills to Progress List** to send your bills to a progress list.

A.L.I.S. Tracking

Committee Inquiry

Tracking Bills That Are Assigned To Committees

You can track bills that have been assigned to a particular committee by:
1. Select either House or Senate Committees.
2. Check the information you want to display with each bill.
3. Select committee name to display the bills.
4. Click **Assign Bills to Progress List** to send your bills to a progress list.

A.L.I.S. Tracking

Short Title Search

Performing Keyword Searches Of Bills Within Their Short Titles

Short title search allows you to search for a bill by certain word(s) within its short title.
1. Check the information you want to display with each bill.
2. Type your keyword and press **ENTER**.
3. Click **Assign Bills to Progress List** to send your bills to a progress list.

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File   Edit   View   Favorites   Tools   Help

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Address http://alistrack.azleg.state.az.us/AlisTrack.asp   Go

Tracking

Agenda Inquiry   **Calendar Inquiry**   **Short Title Search**   **Bill #**

dback   **About This Site**

1. Check the information you want to display with each bill.
2. Type the keyword and press ENTER.

E-mail

☑ Committee Act
☑ Sponsors
☑ Bill Links

Type in your own search phrase below, then hit [ENTER]

appropriations

Legislature - First Regular Session
ck To Change The Current Session

Total Bills = 56

Assign Bills To Progress List

Bill Number	Short Title
HB2093	appropriations; Pima college northwest campus **SPONSORS:** HUFFMAN , HERSHBERGER , HELLON SOLOMON, et al **COMMITTEES:** ED-None , APPROP-None , RULES-None
HB2270	appropriations; drug court funding. **SPONSORS:** VOSS , HERSHBERGER , RICHARDSON **COMMITTEES:** JUD-DP , APPROP-None , RULES-None
HB2297	appropriations; Navajo TANF services **SPONSORS:** LAUGHTER , JACKSON , CHEUVRONT HATCH-MILLER, et al **COMMITTEES:** NAA-None , HS-None , APPROP-None , RULES-None
HB2314	appropriations; elderly assistance

Bills display here.

Done   Internet

A.L.I.S. Tracking

Personal Progress List

Adding Bills To A List

1. Click Personal Progress and select a list.

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File   Edit   View   Favorites   Tools   Help

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Address http://alistrack.azleg.state.az.us/AlisTrack.asp

| Sponsor Inquiry | Keyword Inquiry | Committee Inquiry | Personal Progress |
| Agenda Inquiry | Calendar Inquiry | Short Title Search | Bill # |

Logout   Feedback   Alerts (2)   About This Site

E-mail

Forty-fifth Legislature - First Regular Session
Click To Change The Current Session

List 1: <No Name>	Change List 1 Name
List 2: <No Name>	Change List 2 Name
List 3: <No Name>	Change List 3 Name
List 4: <No Name>	Change List 4 Name
List 5: <No Name>	Change List 5 Name

Select a list.

Internet

A.L.I.S. Tracking

2. To add a bill to a list, for example SB 1003, select the bill number and click **Add Senate Bill** or type the bill number in the **Enter Multiple Bills** box and press **ENTER**.
3. Click **Print Progress Report** to print the report.

Select your bill (SB 1003) and choose **Add Senate Bill**.
OR

Click here to print your progress report.

Type your bill number here and press **ENTER**.

A.L.I.S. Tracking

4. Your report will open in a separate window and look like the following graphic image.
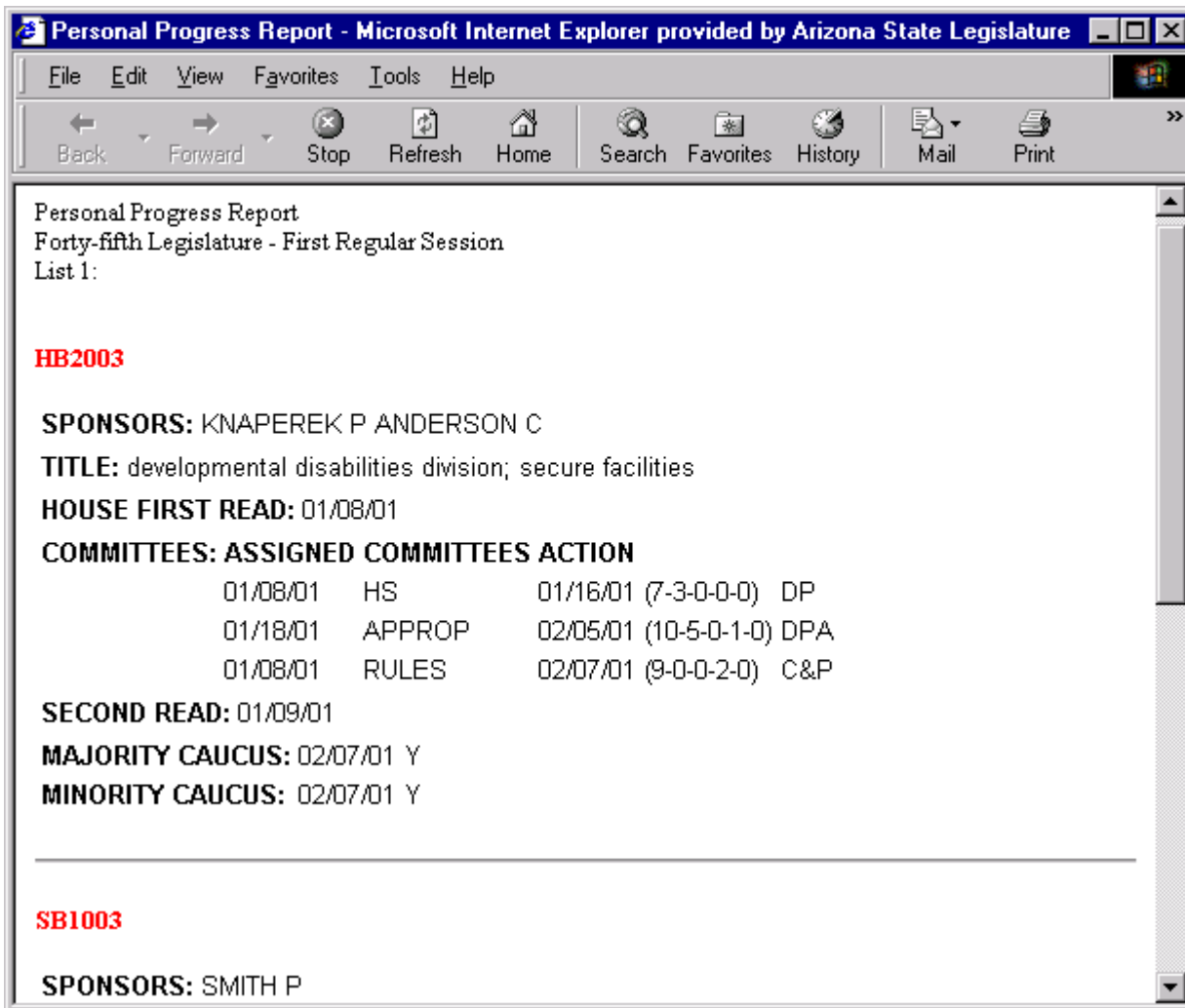
A.L.I.S. Tracking

Adding Bills To A Progress List From Committee Inquiry

You can send bills to a progress list from any inquiry option. The following example will show you how to send a list of bills to a progress list using Committee Inquiry.

1. Select either House or Senate Committees.
2. Check the information you want to display with each bill.
3. Select committee name to display the bills.
4. Click **Assign Bills to Progress List** to send your bills to a progress list.

Alis Tracking System - Microsoft Internet Explorer provided by Arizona State Legislature

File Edit View Favorites Tools Help

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Address http://alistrack.azleg.state.az.us/AlisTrack.asp Go

A.L.I.S. Tracking

| Sponsor Inquiry | Keyword Inquiry | Committee Inquiry | Personal Progress |
| Agenda Inquiry | Calendar Inquiry | Short Title Search | Bill # |

Logout   Feedback   About This Site

E-mail

Forty-fifth Legislature - First Regular Ses
Click To Change The Current Session

Click here to assign your bills to a personal progress list.

1. Select either House or Senate Committees.
2. Check the information you want to display with each bill.
3. Select committee name to display the bills.

○ House Committ
○ Senate Comm

☑ Committee Act
☑ Sponsors
☐ Primary To Co
☑ Bill Links

APPROP
CED
CM
ED
ENV
EUT
FII
HEALTH
HS

Total Bills = 158
Assign Bills To Progress List

Short Title

developmental disabilities division; secure facilities
SPONSORS: KNAPEREK , ANDERSON
COMMITTEES: HS-DP , APPROP-None , RULES-None

ASRS; actuarial computation method
SPONSORS: BRIMHALL , GRAY , CIRILLO
COMMITTEES: RGO-DPA , APPROP-None , RULES-None

HB2008 PSPRS; membership; park rangers
SPONSORS: GRAY
COMMITTEES: RGO-DP , APPROP-None , RULES-None

Done   Internet

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A.L.I.S. Tracking

5. Select one of the lists to add your bills to.
6. You can check which bills you want to add from the list or you can add them all to a list.
7. If you want all bills to be added to the list you select, click **Assign All Bills**.
8. If you only want the selected bills added to the list you select, click **Assign Checked Bills**.

A.L.I.S. Tracking

The following screen will appear once you have successfully added bills to a list.

9. Click Personal Progress to access your progress list.

Click here to access your progress list.

A.L.I.S. Tracking

Naming A List From Personal Progress

You can change the name of any list. Maximum amount of characters is 30 when naming lists. For this demonstration, you will name list 2.

1. Open Personal Progress and select your list.
2. Click the **Change List 2 Name** button.

A.L.I.S. Tracking

3. Type your list name in the box and click **Save List Name**.

A.L.I.S. Tracking

| Sponsor Inquiry | Keyword Inquiry | Committee Inquiry | Personal Progress |
| Agenda Inquiry | Calendar Inquiry | Short Title Search | Bill # |

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Type your name here and click **Save List Name**.

List Number 2

Appropriations

Save List Name

A.L.I.S. Tracking

Note the new name of the list.

A.L.I.S. Tracking

Progress Alerts

The Alert List option will only display when a bill(s) within any of your lists are posted to a committee agenda or floor calendar.

After logging onto A.L.I.S. Tracking, you can check to see if you have bill(s) in your list that have been posted to a committee agenda or floor calendar. You will be prompted with the following alert screen.   Click the link to view your progress alert.

A.L.I.S. Tracking

Bill(s) within your progress lists have been posted to an active floor calendar or committee agenda. After you have read your alerts, you may wish to delete the alerts so that you won't see them any more for active calendars that have been posted so far. New alerts will automatically be added as new calendars/agendas are posted.

1. Click the link to view the committee agenda and/or floor calendar.
2. Click **Delete Alerts** to clear the alert list.
3. Click **Reload Deleted Alerts** to reload alerts that you have deleted.

A.L.I.S. Tracking

Sessions

Changing Sessions

You can change to different sessions and track bill information.

1. Click the link **Click To Change The Current Session**.
2. Select the session and click **Select Session**.